

14 February 1969

MEMORANDUM FOR: TSD/D&E Branches

SUBJECT : ORD Briefing of TSD Personnel

1. On 5 March (Wednesday) at 0930 an all day briefing by ORD of TSD personnel has been scheduled. The briefing will be held on the 3rd floor in Room 306 at the Ames Building. The elevator at Ames does not stop at the third floor. It is necessary to disembark the elevator at either the second or fourth floor and use the stairs to the third floor. Approximately 100 persons can be accommodated.

2. TSD personnel are encouraged to avail themselves of this opportunity and plan their activities accordingly. The regular Blue Bird Bus departing East Building at 0908 can be used for transportation to Ames. Return transportation at 1700 will be provided.

3. Notify C/D&E Office, if you plan to attend the briefing. by 24 February.

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Special Assistant, C/D&E

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